

Directive 354.03 Nutritional Standards

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Directive: 354.03

Subject: Nutritional Standards

Effective Date: July 31, 1997

Review and Re-Issue Date:

Supersedes: NEW

APA Rule Number:

Recommended for approval by:		Authorized By:	
_____ Signature	_____ Date	_____ Signature	_____ Date

1. Authority:

- 1.1 28 V.S.A. §§ 101 (1), and 102 (b)(2) under which the Commissioner establishes and administers programs and policies for the custody, control, treatment and rehabilitation of persons committed to the Commissioner's custody.

2. Purpose:

- 2.1 To establish for all Department of Corrections facilities guidelines for providing and documenting compliance with minimum nutritional standards.

3. Applicability/Accessibility

- 3.1 Superintendents, food service officers, and food service staff. Anyone may have a copy of this directive.

4. Directive

- 4.1 Facilities will meet or exceed dietary allowances as contained in the Recommended Dietary Allowances, National Academy of Sciences. Each inmate will be offered foods from a 15 category grouping with daily allowances for each grouping. The establishment of preparation allowances will consider waste incident to normal preparation. All ration allowances will be based on standard retail cuts for meats and fresh produce; all canned foods are included as net weights. The daily standard amounts will be established and included in menus by contractual food service advisor's registered dietitian.

- 4.2 Department records will contain the following:

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4.2.1 Procurement procedures;¹

- 4.2.1.1** An annual and quarterly budget plan for the procurement of foods, supplies, and equipment necessary to provide the daily food allowance;
- 4.2.1.2** A food expenditure cost accounting system that will identify the daily cost per meal per inmate, as well as costs for any visitors and expenses chargeable to other cost centers;
- 4.2.1.3** A 30 day estimate of advance food service requirements;
- 4.2.1.4** Documentation of adequate refrigeration and storage procedures for all food items;
- 4.2.1.5** Records of monthly inventories that accurately reflect all food on-hand, and establish an average monthly par inventory in dollars. These records will be used also to document that at a minimum, a three-day supply of all food staples exists on-site to ensure against interruption in the food service program by reason of adverse weather, or other unforeseen situation.

5. Training Method

5.1.

6. Quality Assurance Processes

6.1.

7. Financial Impact:

8. References

9. Responsible Director and Draft Participants

¹ The Division of Purchasing in the General Services and State Buildings Department maintains records proving that effective procurement procedures result in the purchase of foodstuffs and supplies at competitive wholesale prices.

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